



**11 FISCAL/EQUIPMENT MANAGEMENT**

*Effective: 10/1/95*

**11.5 Financial Expenditure Reports**

*Revised: 1/1/01*

**POLICY:** All local WIC projects are required to report their expenditures on a monthly basis.

**PROCEDURE:**

**A. REPORTING EXPENDITURES**

1. Expenditures should be reported either as expenses are paid OR as they are incurred, as long as the method is consistent during the year.
2. Reimbursement of allowable expenditures will be made on a monthly basis. Monthly Expenditure Reports (DMT 855, see ATTACHMENT) should be received by the Division of Management and Technology (DMT) no later than the 15th of the month following the month being reported (in order to be processed with the next CARS payment schedule). For example, September costs should be reported by October 15. Late reports will result in late reimbursements.
3. WIC expenditures should be summarized and reported in the Total column on the DMT-855 form. It is not necessary to report by budget line category (Personnel, Consultant/Contractual, Agency Operations, etc.) or by WIC Category (Administration, Nutrition, Breastfeeding, Client Services). However, this information may be useful for internal reconciliation.
4. Starting with CY 2001, Immunization expenditures will not be reimbursed for more than the contracted amount for Immunization. This amount is determined by the level of immunization activities selected by the local project, allocated by the State WIC Office, and communicated via letter before the start of the fiscal year. Additional immunization expenditures must be reported on the WIC USDA/TANF profile.

**B. PAYMENTS EXCEEDING ALLOWABLE COSTS**

Payments exceeding allowable costs incurred and paid to the local agency pursuant to the terms of this Agreement, if outstanding at the expiration of this Agreement will be repaid to the DHFS within thirty (30) days of invoicing by the DHFS.

**C. CLOSEOUT PROCEDURES**

1. Closeout of a contract means the process by which the DHFS/DPH determines that all applicable administrative actions and all required work of the contract have been completed by the recipient and the DHFS/DPH.



2. Local WIC agencies are to submit a final Expenditure Report that is due to DMT within 90 days of the contract expiration or termination. Note that the WIC Program contract ends December 31<sup>st</sup> and the Farmers' Market Nutrition Program ends September 30<sup>th</sup>.
3. Upon local agency request, any allowable reimbursable costs not covered by previous payments and within the contracted budget shall be promptly paid by the DMT if reported by the due date of the final Expenditure Report. Any claim for reimbursement submitted after the final due date will be returned to the Local Agency unpaid.
4. All financial performance and related reports required by the terms of the agreement shall be submitted to the DMT by the Local Agency in accordance with the terms of the WIC contract. The DPH reserves the option of extending the due date for any report, and may waive any report that it considers to be unnecessary.
5. The provisions formally expressed and agreed to within the contract shall dictate the settlement of any upward or downward adjustment of the State share of costs.
6. The following outstanding sums for each contract shall be considered as a debt or debts owed by the recipient to the Wisconsin DHFS. They shall, if not paid upon demand, be subject to recovery by the DHFS from the local agency or its successor or assignees by any action provided by law:
  - a) Any contract funds paid to the local agency by the DHFS which exceed the amount the local agency is finally determined to be entitled to under the provisions of the grant award
  - b) Any interest or other investment income earned on advances of funds
  - c) Any special classes of program income which, under the provisions of the contract, are required to be returned to the Wisconsin DHFS.
  - d) Any amount the Wisconsin DHFS is entitled to from disposal of project equipment purchased with WIC funds
  - e) Under the provisions of the contract, any other amounts
7. In the event of a mid-contract closeout of a WIC project, the DHFS/DPH will determine an equitable program operations funding level and the disposition of equipment.



**D. PAYMENT FOR SERVICES**

1. Upon execution of the Contract Agreement, the local project will receive one-twelfth (1/12) of the contract amount in each of the first three (3) months of this agreement. These payments may be reduced at any time during the period of the agreement if the DHFS determines that such prepayments are in excess of the local project reported expenses.
2. Payments shall only be used for current contract year expenses.
3. All payments will be mailed to municipalities and counties on the last working day before the 5th of the month. All payments will be mailed to non-municipalities on the last working day of the month, except for the July payment, which shall be mailed on the first working day of July.

**ATTACHMENTS**

DMT-855 Monthly Expenditure Report and Instructions